

Arkansas Early Learning, Inc.
Program Assistant Job Description

The agency is an equal opportunity employer and does not discriminate based on race, color, creed, sex, marital status, age, national origin, physical handicap, disability, or other federal, state or local protected classes. The agency strives to hire the most qualified person for each job. Listed below is an attempt to describe the normal responsibilities for this position. Please realize that this is not an exhaustive list, and other duties may be assigned as necessary.

Job Title: Program Assistant		FLSA Status: Non-Exempt
Department: Education		Prepared Date: 7/15/2014
Approved By: Policy Council	Date: 7/22/2014	Reports To: Center Director
Approved By: Governing Board	Date: 7/31/2014	Employment Contract: No

Summary

Ensure and provide comprehensive Head Start services to children and their families. Use the center environment to assist staff with creating rich learning opportunities that build on daily routines and support each child's development.

General Essential Duties & Responsibilities:

1. Must have an interest in children and their development.
2. Mandated reporter under the Arkansas Child Maltreatment Reporting Act.
3. Must abide by all agency policies including agency's Standards of Conduct, fraud and confidentiality policies. Must not discuss the affairs of the staff, children or Head Start families. Will only discuss agency business on a need to know basis.
4. Must be professional at all times and be neat and clean in personal appearance.
5. Responsible for establishing good working relations with parents, staff, professionals and the general public.
6. Ability to take directives.
7. Serve as a member of your assigned work site team in overall planning and coordination of the Head Start program; ensure that the agency is in compliance with the office HHS-ACF Head Start Program Performance Standards under the supervision of the C-Level Executives.
 - Participate in staff meetings.
 - Participate in the annual Community Assessment, Self-Assessment, and Program Information Report (PIR).
 - Assist in the recruitment of children and volunteers.
 - Assist in obtaining non-federal matching funds (in-kind).
 - Cover job duties of absent staff as assigned by immediate supervisor or administration.
 - Perform extra assignments in other areas and related task assignments in the work area.
 - Provide support and resources to other employees.
 - Maintain component timelines and due dates of component related activities via individual Google Calendar.
 - Create and maintain visual work instructions, position and work site related.
8. Regular, consistent attendance.
9. Domestic travel required.
10. Must keep work area neat and clean.
11. Participate in building and vehicle maintenance.
12. Lift 10-30 lbs regularly, up to 50 lbs occasionally.
13. Perform other job related duties as assigned by immediate supervisor or administration.

Program Assistant Essential Duties & Responsibilities: (90%) (Program)

Classroom Aide

1. Assists classroom staff in all classroom activities, field trips and outdoor activities including lesson plans.
2. Assists in developing materials and providing activities related to the cultural background of the children and families served.
3. Helps supervise at mealtime, eating with the children to encourage good nutrition and proper social skills.
4. Helps keep the classroom and its contents clean and orderly.
5. Assists the teacher in any aspect of the program as the need arises.

Better Beginnings Essential Duties & Responsibilities:

1. Work with center staff in maintaining Accreditation.
2. Participate in annual Quality Approval visit.
3. Follow all regulations and requirements as stated in Better Beginnings (Arkansas Quality Rating Improvement Scale).

4. Participate in all required trainings regarding accreditation.
5. Comply with any changes that result from a Better Beginnings monitor.

Other Component Duties and Responsibilities: (10%) (Program)

Custodial Aide Services

1. Empties trash or garbage containers if needed before the custodian or janitor services.
2. Sanitizes surfaces, picks up and puts away materials in the classroom or kitchen in order to maintain a safe and organized environment.
3. Serves as custodian in the absence of the regular custodian on a periodic basis.

Bus Aide

1. Assists driver in keeping the interior of the vehicle clean at all times.
2. Assists with cleaning the exterior of the vehicle as weather allows.
3. Assists with maintaining accurate record keeping for program requirements.
4. Reports any damage or malfunction immediately to the Bus Driver.
5. Assists the Bus Driver with pre and post trip vehicle check and is responsible for the safety checklist of the interior of the bus, including maintenance of fire safety supplies and seat belts.
6. Notifies driver and/or supervisor of any safety issues or concerns.
7. Positively represents Head Start/Early Head Start in the community.
8. Interacts with children throughout their time on the bus to extend and reinforce classroom learning.
9. Collaborates with the Bus Driver in teaching children the correct safety procedures for boarding and exiting a bus as well as the danger zones around the vehicle.
10. Handles discipline while the bus is in motion.
11. Ensures that each child is restrained in an appropriate Child Safety Restraint System (CSRS) that is correctly adjusted for the child.
12. Shares information on a daily basis with classroom staff, such as conversations with parents and observations of children.
13. Ensure that the bus is empty at the end of each run and that all children are accounted for.
14. Reports any information or concerns about Head Start/Early Head Start families to appropriate staff.
15. Follows the Head Start Transportation Manual

Kitchen Aide

1. Completes routine kitchen/dining room/food chores as assigned.
2. Prepares necessary food and serving items for service prior to or after use.
3. Participates in kitchen clean up, inventory and other kitchen tasks as requested.
4. Substitutes for regular cook or assistant cook as needed.

Disabilities Aide

1. Works with assigned children with disabilities.
2. Supports the work of the classroom staff and managers, specialists and/or mental health consultant in carrying out individual plans for children with special needs.

Qualifications

To perform this job successfully, an individual should have met the following qualifications:

1. General Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a working telephone, cell phone or pager.
- Must have a valid Driver's License with immediate access to a legally insured vehicle.
- Must be able to drive an automobile, full size pick-up, and a van.
- Must at least have auto liability insurance and must keep it current.
- Must consent to and pass an initial health examination.
- Must maintain a current TB Screening.
- Must consent to and pass state felony, Central Registry Check, and/or FBI background check when applicable.
- Must consent to and pass agency drug testing.

2. Education and/or Experience

The minimum requirement is that the individual be 18 years of age and have a high school diploma or GED.

3. Language Skills

- Ability to communicate both written and orally.
- Ability to follow directions from both written and oral instructions.
- Ability to read and comprehend instructions, short correspondence and memos. Ability to write simple

correspondence.

- Ability to communicate with families and children in a positive and helpful manner.
- Ability to respond to common inquiries or complaints from community.
- Some Bilingual fluency helpful (English/Spanish or English and other languages present in the local area).

4. **Mathematical Skills**

- Ability to add, subtract, multiply and divide.

5. **Reasoning Ability**

- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to maintain confidentiality.

6. **Computer Skills**

To perform this job successfully, an individual should have general knowledge of a personal computer, Windows, Microsoft Word and Excel, the Internet and email software. In addition an individual should be able to operate various office machines.

7. **Training:** Continually participate in additional training related to job as requested by immediate supervisor or administration.

- Must attend training and/or conferences that may require overnight out-of-town travel for up to one week.
- Must attend a minimum of 15 clock hours of professional development per year.
- Must maintain current First Aid and CPR certification, as applicable.
- Must maintain individual Professional Development Plan.
- Ability to apply new techniques of staff training, knowledge of human behavior and behavior modification.

8. **Physical Demands**

- Time spent riding on public roads in changing weather conditions.
- Requires riding in all weather conditions including rain, snow, ice, wind, heat, etc.
- Must be able to assist in changing tires and make other minor repairs as necessary.
- May be required to lift up to 55 pounds.

9. **Work Environment**

- Travel by car, bus, airplane or train may also be required associated with attendance at conferences, meeting and other duties carried out at distant locations in and out of state and in some cases where some overnight travel may be required.
- Some exposure to communicable diseases.
- Noise level in work environment may be moderate to loud.
- Work is typically performed in a classroom, kitchen or bus setting and some office work may be required.
- Some evenings and weekend work may occasionally be required for events such as home visits, parent teacher conference, Parent Committee meetings, community and social events.
- Must be able to exit rear emergency exit of bus without assistance and to assist others in using that emergency exit.

I have read the duties set forth in the above job description and understand that the failure to fulfill such duties may result in my termination of employment with this agency. I understand that Arkansas Early Learning, Inc. is an "at will" employer.

Signature: _____

Date: _____

I hereby agree that I will be on call for work according to employment security division standards during any program layoff.

Signature: _____

Date: _____,